



Republic of the Philippines
Department of Education
Region II – Cagayan Valley

22 October 2026

DIVISION MEMORANDUM

No 428 s, 2026

GAWAD AKLATAN 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisor,
School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Schools District Supervisors and Districts-in-Charge
Heads, Public Elementary and Secondary Schools, and
All Others Concerned

1. This Office, through the Curriculum Implementation Division (CID) - Learning Resource Management Section (LRMS), announces the call for submission of entries to the **2026 Gawad Aklatan**, in line with the celebration of the National Book Week (NBW), Library and Information Services Month (LISM), and National Reading Month.
2. All heads of schools with existing libraries may accomplish and submit the hard copies of the following documents compiled in an A4 folder to the SDO Records Section by October 30, 2026 (4:30 PM):
 - a. School Library Profile Form 1 or Library Hub Form (refer to attachment)
 - b. Letter of application addressed to the Schools Division Superintendent
 - c. Accomplished evaluation sheet (self-rating) with documentation on school library operations and services.
3. Here are the categories for this year's Gawad Aklatan:
 - a. Elementary School Library
 - b. Central School Library
 - c. Secondary School Library (managed by a Registered Librarian)
 - d. Secondary School Library (managed by a Library in-Charge)
 - e. Library Hub
4. All entries per category shall undergo screening. The Division shall validate shortlisted entries in November 2026.
5. All schools with entries and the top three winners shall be recognized during the culminating activity of the NBW, LISM, and National Reading Month on a separate schedule.
6. For queries and technical assistance, contact Mr. Chester C. Cortez, Librarian II-LRMS, via Messenger: **m.me/chesterlib.cortez**.



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7. For information, guidance, and wide dissemination.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

10-2026-759

Encl: As stated

References: Division Memorandum Nos. 389 & 454, s.2026

To be included in the Perpetual Index
under the following subjects:

CONTESTS
GAWAD AKLATAN
LIBRARY AND INFORMATION SERVICES MONTH
NATIONAL BOOK WEEK
NATIONAL READING MONTH





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Schools Division of Nueva Vizcaya

Enclosure to Division Memorandum No. 418, s.2026

FORM 1. SCHOOL LIBRARY PROFILE

(To be accomplished by the School Librarian/ Library in-Charge)

Name of school: _____
School address: _____
District: _____ Division of: Nueva Vizcaya
Total enrollment (as of October 2026): _____

PART A. PROFILE

Put a check mark (☐) on the appropriate blank before each item.

____ Elementary School (ELS) ____ Junior High School (JHS, Grades 7-10)
____ HS with Senior High (WSH, G7-12) ____ Stand Alone Senior HS (SASH)

School Library Status: ____ Existing ____ No school library

PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY

1. SPACE AND LOCATION

1.1 What best describes the space of your school library in terms of seating capacity? Please check only one.

- ____ The library can accommodate 10% or more of the total student population.
____ The library can accommodate 7-9% of the total student population.
____ The library can accommodate 4-6% of the total student population.
____ The library can accommodate 1-3% of the total student population.
____ The library can accommodate less than 1% of the total student population.

1.2 What is the size of your school library (in square meter)?

_____ m².

1.3 What best describes your library in terms of location? Please check only one.

- ____ The library is in a separate building.
____ The library occupies a separate room within a building.
____ The library shares space with another.
____ Others (please specify) _____

1.4 How accessible is the school library to the users/students? Are the library collections safe from flooding? Please check only one.



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
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Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com>

M



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- ___ The library *is easily* accessible from any point in the campus and is safe from flooding.
- ___ The library *is not easily* accessible from any point in the campus but is safe from flooding. (e.g., the library is at the 5th floor of a building)
- ___ The library *is easily* accessible from any point in the campus and is not safe from flooding.

2. SERVICES

2.1 How long does the school library operate daily to accommodate users?

- ___ The school library operates from the start of the earliest class period *with no noon break and extends after* the last class period.
- ___ The school library operates from the start of the earliest class *with noon break and extends after* the last class period.
- ___ The school library operates from the start of the earliest class period *with no noon break but it closes at the end* of the last class period.
- ___ The school library operates from the start of the earliest class period *with noon break but it closes at the end of the last class period*.
- ___ The school library operates daily *but has no fixed operating schedules* due to the availability of the In-Charge personnel.
- ___ Others (please specify) _____

2.2 The following are activities and services that a school library should provide. Put a check mark (☐) in the box beside the activities and services that your school library offers. Check all that apply.

School Library Activities	
Updates the Bulletin/Information Board to promote library and information services (Current Awareness).	
Conducts orientation on the use of the library and its services for students and teachers.	
Conducts regular activities that promote library and information services.	
Conducts classroom visits to promote library and information services.	
Uses social media to promote library and information services.	
Others (Please specify):	
School Library Services	
The staff provides Selective Dissemination of Information to the faculty.	



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Allows borrowing of books for home use.	
Allows students to use the computer for encoding, viewing, and the like.	
Allows the students to bring books outside the library and returns within the day if not allowed for home use.	
Allows students to use the computer for internet access.	
Allows the faculty to use the computer for encoding, viewing, and the like.	
Allows the faculty to use the computer for internet access.	
The staff prepares clippings (for vertical file collection)	
The staff does indexing.	
Others (please specify):	

2.3 Put a check mark (☐) in the appropriate box to indicate the collection access system that your school library practices. Choose one only.

Collection Access System		
Open Shelf/Stack	Shelving in a library to which users have unrestricted access.	
Closed Shelf/Stack	Shelving area in a library to which only members of the library staff have access.	

3. ADMINISTRATION AND HUMAN RESOURCES

3.1 Provide the following information regarding the personnel in-charge of the library:

3.1.1 Name of Staff: _____
Email: _____
Contact Number: _____

3.1.2 Gender: ____ Male ____ Female

3.1.3 Highest Educational Attainment:
____ PhD
____ Masters
____ (College) Undergraduate Degree



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3.1.4 Designation:

_____ Licensed Librarian, License No. _____
_____ Librarian (Not Licensed)
_____ Library –In-Charge
_____ Others (Please Specify) _____

3.1.5 What is the appointment status?

_____ Permanent
_____ Contract of Service
_____ Others (Please specify): _____

3.2 Other Staff assigned in the library (if any). Please provide information asked in questions 3.1.1-5 in another sheet.

Name of the Staff	Designation	Highest Educational Attainment	Appointment Status

4. COLLECTION MANAGEMENT

4.1 Put a check mark (☐) in the appropriate box to indicate the bibliographic processes that your school library follows.

Bibliographic Processes		
Accessioning	The process of assigning a unique number to a bibliographic item added to a library collection.	
Cataloging	The process of creating entries for a catalog (bibliographic description, subject analysis).	
Classification	The process of dividing objects or concepts into logically hierarchical classes, subclasses, and sub-subclasses based on the characteristics they have in common and those that distinguish them.	
Labelling	The process of putting call numbers of the books.	
No Processing	The books are displayed with no further bibliographic processing.	

4.2 Library Collection Inventory



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4.2.1 GENERAL REFERENCES	Copyright 2019-Present		Copyright 2018- or Earlier		TOTAL	
	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
1. Encyclopedias						
2. Dictionaries						
3. Almanacs						
4. Handbooks						
5. Manuals						
4. Atlases						
5. Yearbooks						
6. Directories						
7. Thesaurus						
Others						
TOTAL						

4.2.2 GENERAL COLLECTION (Subject Area Specific References)		Copyright 2019-Present		Copyright 2018- or Earlier		TOTAL	
Broad Subjects	Scope	No. of Titles	No. of Copies	No. of Titles	No. of Copies	No. of Titles	No. of Copies
English & Literature	Books on Creative Writing, Oral Communication, Business Communication, Books on Literature, Grammar, Vocabulary, Journalism, etc.						
Filipino at Panitikan	Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtalastasan, Malikhaing Pagsulat, Pamamahayag, etc.						
Science	Books on Chemistry, Biology, Physics, Astronomy, Oceanography, Botany, Geology, Metallurgy, Zoology, Anatomy, etc.						
Aral. Panlipunan	Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc.						
Music	Musical Instruments, Compositions, Songs, History of Music, etc.						
Arts	Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc.						
Physical Education	Books on Martial Arts, Sports/Games, Body Building, etc.						
Health	Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc.						



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Edukasyon sa Pagpapahalaga	Religion, Morality, Values Education, etc.						
Mathematics	Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics						
Business	Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc.						
Management	Books on Organizational Management, Leadership, etc.						
Computers/ Information Tech.	Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc.						
Research	Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc.						
Philosophy	Books on Philosophy, Logic, Ethics, etc.						
Technical Vocation/TLE	Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc.						
Others	Please specify the subject Area (You may add)						
TOTAL							

4.2.3 ADDITIONAL SUPPLEMENTARY READERS		Copyright 2019- Present		Copyright 2018-or Earlier		Combined Total Number of Titles	
		No. of Titles	No. of Copies	No. of Titles	No. of Copies		
Biographies							
Novels							
Collections/Anthology of Short Stories							
Collection/Compilation of Poetry							
Others (Please specify)							
TOTAL							
4.2.4 NON-PRINT COLLECTION			Copyright 2019-Present		Copyright 2018-or Earlier		Combined Total Number of Titles
			Total No. of Titles				
Digital File Collection	E-Book Collection (in e-pub, pdf, word formats saved in DVD/Desktop, etc.)						
	CD/DVD Collection of Movies, Documentaries, etc.						
Braille Collection							
Microfilm Collection							



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Others (Please specify)				
TOTAL				
4.2.5 PERIODICAL SUBSCRIPTION	Years Subscribed	Locally Published No. of Titles Subscribed	Internationally Published No. of Titles Subscribed	TOTAL NUMBER OF SUBSCRIPTIONS
Newspapers	Year 2025			
	Year 2024			
	Year 2023			
Tabloids	Year 2025			
	Year 2024			
	Year 2023			
Magazines	Year 2025			
	Year 2024			
	Year 2023			
Journals	Year 2025			
	Year 2024			
	Year 2023			
TOTAL				

5. ACQUISITION

5.1 Put a check mark (☐) on the appropriate box to indicate your school library's means for book acquisition. Check all that apply.

School Library Means of Book Acquisition	
MOOE	
LGU	
NGO	
PTA	
DepEd (Central Office/Division/District Office)	
Alumni	
Others (Please specify):	

5.2 Put a check mark (☐) on the appropriate box to indicate the source of your school library budget. Check all that apply.

Sources of School Library Budget	
No Budget	
LGU	
NGO	
PTA	



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DepEd (Central Office/Division/District Office)	
Alumni	
MOOE	

6. FACILITIES

6.1 Put a check mark (☐) on the appropriate box to indicate the collection access facility your library has/have. Check all that apply.

- ___ OPAC (Online Public Access Catalog)
___ Card Catalog Cabinet with Catalog Cards
___ None

6.2 Put a check mark (☐) on the appropriate box to indicate which ICT facilities are available in your library. Check all that apply.

ICT Facilities	
Computer Set	
Projector	
Document Camera	
DVD Player	
Photocopier	
Scanner	
Printer	
Printer with Scanner	
Telephone	
Internet Connection/Modem	
Television	
Others (Please specify):	

Accomplished By:

Reviewed and Noted By:

School Librarian/ Library-In-Charge

Principal/ School Head

References:

- RA 9155; DO 56, s. 2011
- DECS Order No. 6, 1998
- IFLA School Library Guidelines, 2nd Rev. Ed., June 2015.



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Enclosure to Division Memorandum No. 428, s.2026

**EVALUATION CRITERIA FOR THE MOST FUNCTIONAL SECONDARY SCHOOL
LIBRARY (MANAGED BY A REGISTERED LIBRARIAN)**

Name of School: _____ District: _____

Name of Librarian: _____ Position: _____

No.	Indicators/Criteria	Perfect Score	Scores Earned
1.	SPACE AND LOCATION	20%	
	The library can accommodate 10% of the total student population	(10 points). The library accommodates 10% or more of the total student population. (8 points). The library accommodates 7-9% of the total student population. (6 points). The library accommodates 4-6% of the total student population. (4 points). The library accommodates 1-3% of the total student population. (2 points). The library accommodates less than 1% of the total student population.	
	The library is easily accessible from any point on the campus and is safe from flooding.	(10 points). The school library is easily accessible from any point on the campus and is safe from flooding. (6 points). The school library is not easily accessible from any point on the campus but is safe from flooding. (4 points). The school library is easily accessible from any point on the campus and is not safe from flooding.	
2.	LIBRARY SERVICES	20%	
	The school library operates from the start of the earliest class period with no noon break and extends until the last class period	(6 points) The library operates from the start of the earliest class period with no noon break and extends after the last period of classes. (5 points) The library operates from the start of the earliest class with noon break and extends after the last period of classes. (4 points) The library operates from the start of the earliest class period with no noon break, but it closes at the end of the last class period. (3 points) The library operates from the start of the earliest class period with noon break, but it closes at the end of the last class period. (2 points) The library operates daily but has no fixed operating schedule.	
	Updates the bulletin/information board to promote library and information services (current awareness).	(3 points) The library has an updated bulletin board with photo documentation and a transparency board. (2 points) The library has a bulletin board but is outdated. (1 point) The library has no bulletin board.	



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	Conducts orientation on the use of the library and its services for students and teachers.	• (3 points) The school librarian conducted a library orientation activity with MOVs. • (2 points) The school librarian conducted a library orientation activity without MOVs. • (1 point) The school librarian did not conduct a library orientation activity	
	Conducts regular activities that promote library and information services.	• (3 points) The school librarian conducted regular activities that promote library and information services with MOVs. • (2 points) The school librarian conducted regular activities that promote library and information services without MOVs. • (1 point) The school librarian did not conduct regular activities that promote library and information services	
	Conducts classroom visits to promote library and information services.	• (3 points) The school librarian conducted classroom visits to promote library and information services with MOVs. • (2 points) The school librarian conducted classroom visits to promote library and information services without MOVs. • (1 point) The school librarian did not conduct classroom visits to promote library and information services	
	Uses social media to promote library and information services.	• 2 points) The school librarian utilizes social media to promote library and information services MOVs. • (1 point) The school librarian does not utilize social media to promote libraries and information services	
3.	ADMINISTRATION AND HUMAN RESOURCES	20%	
	The school library is managed and supervised by a professional librarian and assisted by library staff or library club officers (during vacant periods).	• (10 points) All the provisions are evident. • (5 points) Not all the provisions are evident	
	Maintains inventory of learning resources, utilization reports, record/accession books, and other documents related to the library services.	• (10 points) All the provisions are evident • (5 points) Not all the provisions are evident	
4.	COLLECTION MANAGEMENT	20%	
	Library resources are properly accessioned and have a unique number as they are	• (5 points) All the provisions are evident • (3 points) Not all the provisions are evident	



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	added to the library collection.		
	Library resources are properly cataloged. Each item in the collection has been systematically recorded and described according to established standards and practices.	• (5 points) All the provisions are evident • (3 points) Not all the provisions are evident	
	Library resources are properly classified. The collections are properly organized according to a systematic classification scheme, making it easier for users to find and retrieve.	• (5 points) All the provisions are evident • (3 points) Not all the provisions are evident	
	Library resources are properly labeled for easy access and organization	• (5 points) Evident • (3 points) Not evident	
5.	Linkages	20%	
	The library establishes linkages with both internal and external donors/stakeholders to intensify its collection and services and to improve the facilities.	• (20 points) Evident for both internal and external stakeholders with MOVs • (10 points) Evident for either internal or external stakeholders with MOVs • (5 points) Not evident	
TOTAL		100%	

EVALUATORS:

Signature over Printed
Name of Evaluator
Date: _____

Signature over Printed
Name of Evaluator
Date: _____

Signature over Printed
Name of Evaluator
Date: _____



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CONFORME:

Signature over Printed Name of School Head
Date: _____

Signature over Printed Name of School Librarian
Date: _____



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Enclosure No. __ (Division Memorandum No. 429, s.2026)

EVALUATION CRITERIA FOR THE MOST FUNCTIONAL SECONDARY SCHOOL LIBRARY (MANAGED BY A LIBRARY COORDINATOR OR LIBRARY-IN-CHARGE)

Name of School: _____ District: _____

Name of Library in-Charge: _____ Position: _____

No.	Indicators/Criteria	Perfect Score	Scores Earned
1.	SPACE AND LOCATION	20%	
	The library can accommodate 10% of the total student population	(10 points). The library accommodates 10% or more of the total student population. (8 points). The library accommodates 7-9% of the total student population. (6 points). The library accommodates 4-6% of the total student population. (4 points). The library accommodates 1-3% of the total student population. (2 points). The library accommodates less than 1% of the total student population.	
	The library is easily accessible from any point in the campus and is safe from flooding.	(10 points). The school library <i>is easily</i> accessible from any point on the campus and is safe from flooding. (6 points). The school library <i>is not easily</i> accessible from any point on the campus but is safe from flooding. (4 points). The school library <i>is easily</i> accessible from any point on the campus and is not safe from flooding.	
2.	LIBRARY SERVICES	20%	
	The school library operates from the start of the earliest class period <i>with no noon break and extends</i> until the last class period	(6 points) The library operates from the start of the earliest class period <i>with no noon break and extends after</i> the last period of classes. (5 points) The library operates from the start of the earliest class <i>with noon break and extends after</i> the last period of classes. (4 points) The library operates from the start of the earliest class period <i>with no noon break, but it closes at the end of the last class period.</i> (3 points) The library operates from the start of the earliest class period <i>with noon break, but it closes at the end of the last class period.</i> (2 points) The library operates daily <i>but has no fixed operating schedule.</i>	
	Updates the bulletin/information board to promote library and information services (current awareness).	(3 points) The library has an updated bulletin board with photo documentation and a transparency board. (2 points) The library has a bulletin board but it is outdated. (1 point) The library has no bulletin board.	
	Conducts orientation on the use of the library and its	(3 points) The school librarian conducted a library orientation activity with MOVs. (2 points) The school librarian conducted a library orientation activity without MOVs.	



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	services for students and teachers.	• (1 point) The school librarian did not conduct a library orientation activity	
	Conducts regular activities that promote library and information services.	• (3 points) The school librarian conducted regular activities that promote library and information services with MOVs. • (2 points) The school librarian conducted regular activities that promote library and information services without MOVs. • (1 point) The school librarian did not conduct regular activities that promote library and information services	
	Conducts classroom visits to promote library and information services.	• (3 points) The school librarian conducted classroom visits to promote library and information services with MOVs. • (2 points) The school librarian conducted classroom visits to promote library and information services without MOVs. • (1 point) The school librarian did not conduct classroom visits to promote library and information services	
	Uses social media to promote library and information services.	• 2 points) The school librarian utilizes social media to promote library and information services MOVs. • (1 point) The school librarian does not utilize social media to promote library and information services	
3.	ADMINISTRATION AND HUMAN RESOURCES	20%	
	The school library is managed and supervised by a professional librarian and assisted by library staff or library club officers (during vacant periods).	• (10 points) All the provisions are evident. • (5 points) Not all the provisions are evident	
	Maintains inventory of learning resources, utilization reports, record/accession books, and other documents related to the library services.	• (10 points) All the provisions are evident • (5 points) Not all the provisions are evident	
4.	COLLECTION MANAGEMENT	20%	
	Library resources are properly accessioned and coded as they are added to the library collection.	• (5 points) All the provisions are evident • (3 points) Not all the provisions are evident	
	Library resources are properly classified. The collections are properly organized according to type of learning resource	• (10 points) All the provisions are evident • (5 points) Not all the provisions are evident	



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	and/ or learning area, which makes it easier for users to find and retrieve material.		
	Library resources are properly labeled for easy access and organization	• (5 points) Evident • (3 points) Not evident	
5.	LINKAGES	20%	
	The library establishes linkages with both internal and external donors/ stakeholders to intensify its collection and services and to improve the facilities.	• (20 points) Evident for both internal and external stakeholders with MOVs • (10 points) Evident for either internal or external stakeholders with MOVs • (5 points) Not evident	
TOTAL		100%	

EVALUATORS:

Signature over Printed
Name of Evaluator
Date: _____

Signature over Printed
Name of Evaluator
Date: _____

Signature over Printed
Name of Evaluator
Date: _____

CONFORME:

Signature over Printed Name of School Head
Date: _____

Signature over Printed Name of School Library Coordinator/
Library-in-Charge
Date: _____



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Enclosure to Division Memorandum No. 424, s.2026

**EVALUATION CRITERIA FOR THE MOST FUNCTIONAL
ELEMENTARY SCHOOL LIBRARY**

Name of School: _____ **District:** _____

Name of Librarian: _____ **Position:** _____

No.	Indicators/Criteria	Perfect Score	Scores Earned
1.	SPACE AND LOCATION	20%	
	The library can accommodate 10% of the total student population	(10 points). The library accommodates 10% or more of the total student population. (8 points). The library accommodates 7-9% of the total student population. (6 points). The library accommodates 4-6% of the total student population. (4 points). The library accommodates 1-3% of the total student population. (2 points). The library accommodates less than 1% of the total student population.	
	The library is easily accessible from any point on the campus and is safe from flooding.	(10 points). The school library <i>is easily</i> accessible from any point on the campus and is safe from flooding. (6 points). The school library <i>is not easily</i> accessible from any point on the campus but is safe from flooding. (4 points). The school library <i>is easily</i> accessible from any point on the campus and is not safe from flooding.	
2.	LIBRARY SERVICES	20%	
	The school library operates from the start of the earliest class period <i>with no noon break and extends</i> until the last class period	(6 points) The library operates from the start of the earliest class period <i>with no noon break and extends after</i> the last period of classes. (5 points) The library operates from the start of the earliest class <i>with noon break and extends after</i> the last period of classes. (4 points) The library operates from the start of the earliest class period <i>with no noon break, but it closes at the end of the last class period.</i> (3 points) The library operates from the start of the earliest class period <i>with a noon break, but it closes at the end of the last class period.</i> (2 points) The library operates daily <i>but has no fixed operating schedule.</i>	
	Updates the bulletin/information board to promote library and information services (current awareness).	(3 points) The library has an updated bulletin board with photo documentation and a transparency board. (2 points) The library has a bulletin board but is outdated. (1 point) The library has no bulletin board.	



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	Conducts orientation on the use of the library and its services for students and teachers.	• (3 points) The school librarian conducted a library orientation activity with MOVs. • (2 points) The school librarian conducted a library orientation activity without MOVs. • (1 point) The school librarian did not conduct a library orientation activity	
	Conducts regular activities that promote library and information services.	• (3 points) The school librarian conducted regular activities that promote library and information services with MOVs. • (2 points) The school librarian conducted regular activities that promote library and information services without MOVs. • (1 point) The school librarian did not conduct regular activities that promote library and information services	
	Conducts classroom visits to promote library and information services.	• (3 points) The school librarian conducted classroom visits to promote library and information services with MOVs. • (2 points) The school librarian conducted classroom visits to promote library and information services without MOVs. • (1 point) The school librarian did not conduct classroom visits to promote library and information services	
	Uses social media to promote library and information services.	• 2 points) The school librarian utilizes social media to promote library and information services MOVs. • (1 point) The school librarian does not utilize social media to promote library and information services	
3.	ADMINISTRATION AND HUMAN RESOURCES	20%	
	The school library is managed and supervised by a professional librarian and assisted by library staff or library club officers (during vacant periods).	• (10 points) All the provisions are evident. • (5 points) Not all the provisions are evident	
	Maintains inventory of learning resources, utilization reports, record/accession books, and other documents related to the library services.	• (10 points) All the provisions are evident • (5 points) Not all the provisions are evident	
4.	COLLECTION MANAGEMENT	20%	
	Library resources are properly accessioned and have a unique number as they are	• (5 points) All the provisions are evident • (3 points) Not all the provisions are evident	



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	added to the library collection.		
	Library resources are properly cataloged. Each item in the collection has been systematically recorded and described according to established standards and practices.	• (5 points) All the provisions are evident • (3 points) Not all the provisions are evident	
	Library resources are properly classified. The collections are properly organized according to a systematic classification scheme, making it easier for users to find and retrieve.	• (5 points) All the provisions are evident • (3 points) Not all the provisions are evident	
	Library resources are properly labeled for easy access and organization	• (5 points) Evident • (3 points) Not evident	
5.	Linkages	20%	
	The library establishes linkages with both internal and external donors/stakeholders to intensify its collection and services and to improve the facilities.	• (20 points) Evident for both internal and external stakeholders with MOVs • (10 points) Evident for either internal or external stakeholders with MOVs • (5 points) Not evident	
TOTAL		100%	



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CONFORME:

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Enclosure to Division Memorandum No. 428, s.2026

**EVALUATION CRITERIA FOR THE MOST FUNCTIONAL
CENTRAL SCHOOL LIBRARY**

Name of School: _____ District: _____

Name of Librarian: _____ Position: _____

No.	Indicators/Criteria	Perfect Score	Scores Earned
1.	SPACE AND LOCATION	20%	
	The library can accommodate 10% of the total student population	(10 points). The library accommodates 10% or more of the total student population. (8 points). The library accommodates 7-9% of the total student population. (6 points). The library accommodates 4-6% of the total student population. (4 points). The library accommodates 1-3% of the total student population. (2 points). The library accommodates less than 1% of the total student population.	
	The library is easily accessible from any point on the campus and is safe from flooding.	(10 points). The school library <i>is easily</i> accessible from any point on the campus and is safe from flooding. (6 points). The school library <i>is not easily</i> accessible from any point on the campus but is safe from flooding. (4 points). The school library <i>is easily</i> accessible from any point on the campus and is not safe from flooding.	
2.	LIBRARY SERVICES	20%	
	The school library operates from the start of the earliest class period <i>with no noon break and extends</i> until the last class period	(6 points) The library operates from the start of the earliest class period <i>with no noon break and extends after</i> the last period of classes. (5 points) The library operates from the start of the earliest class <i>with noon break and extends after</i> the last period of classes. (4 points) The library operates from the start of the earliest class period <i>with no noon break, but it closes at the end of the last class period.</i> (3 points) The library operates from the start of the earliest class period <i>with a noon break, but it closes at the end of the last class period.</i> (2 points) The library operates daily <i>but has no fixed operating schedule.</i>	
	Updates the bulletin/information board to promote library and information services (current awareness).	(3 points) The library has an updated bulletin board with photo documentation and a transparency board. (2 points) The library has a bulletin board but is outdated. (1 point) The library has no bulletin board.	



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	Conducts orientation on the use of the library and its services for students and teachers.	• (3 points) The school librarian conducted a library orientation activity with MOVs. • (2 points) The school librarian conducted a library orientation activity without MOVs. • (1 point) The school librarian did not conduct a library orientation activity	
	Conducts regular activities that promote library and information services.	• (3 points) The school librarian conducted regular activities that promote library and information services with MOVs. • (2 points) The school librarian conducted regular activities that promote library and information services without MOVs. • (1 point) The school librarian did not conduct regular activities that promote library and information services	
	Conducts classroom visits to promote library and information services.	• (3 points) The school librarian conducted classroom visits to promote library and information services with MOVs. • (2 points) The school librarian conducted classroom visits to promote library and information services without MOVs. • (1 point) The school librarian did not conduct classroom visits to promote library and information services	
	Uses social media to promote library and information services.	• 2 points) The school librarian utilizes social media to promote library and information services MOVs. • (1 point) The school librarian does not utilize social media to promote library and information services	
3.	ADMINISTRATION AND HUMAN RESOURCES	20%	
	The school library is managed and supervised by a professional librarian and assisted by library staff or library club officers (during vacant periods).	• (10 points) All the provisions are evident. • (5 points) Not all the provisions are evident	
	Maintains inventory of learning resources, utilization reports, record/accession books, and other documents related to the library services.	• (10 points) All the provisions are evident • (5 points) Not all the provisions are evident	
4.	COLLECTION MANAGEMENT	20%	
	Library resources are properly accessioned and have a unique number as they are	• (5 points) All the provisions are evident • (3 points) Not all the provisions are evident	



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	added to the library collection.		
	Library resources are properly cataloged. Each item in the collection has been systematically recorded and described according to established standards and practices.	• (5 points) All the provisions are evident • (3 points) Not all the provisions are evident	
	Library resources are properly classified. The collections are properly organized according to a systematic classification scheme, making it easier for users to find and retrieve.	• (5 points) All the provisions are evident • (3 points) Not all the provisions are evident	
	Library resources are properly labeled for easy access and organization	• (5 points) Evident • (3 points) Not evident	
5.	Linkages	20%	
	The library establishes linkages with both internal and external donors/stakeholders to intensify its collection and services and to improve the facilities.	• (20 points) Evident for both internal and external stakeholders with MOVs • (10 points) Evident for either internal or external stakeholders with MOVs • (5 points) Not evident	
TOTAL		100%	



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Schools Division of Nueva Vizcaya

Enclosure to Division Memorandum No. 48, s.2026)

EVALUATION CRITERIA FOR THE MOST FUNCTIONAL LIBRARY HUB

Name of Library Hub: _____

District: _____ Name of Librarian: _____

No.	Indicators/Criteria	Perfect Score	Scores Earned
1.	COMPETENCY OF THE LIBRARY HUB STAFF	20%	
	Attendance in a training program to improve technical skills	3-National/ International 2-Regional 1-Division	
	Planning and forming doable action plans	2-with signed action plans 1-unsigned action plan	
	Implementing action plans	2-signed action plan with MOVs 1-signed action plan without MOVs	
	Rendering varied types of Hub Services	3 - more than 5 services 2 - 3 to 4 services 1 - 1 to 2 services)	
	Applying learning gained from training/s	1 - with MOVs 0 - no MOVs	
	Demonstrating efficient time management	1 - 100% attendance 0.5 - with tardiness	
	Promoting patronage of the hub	1 - with MOVs 0.5 - no MOVs	
	Promoting a pervasive reading culture	3 - with library hub project (with MOVs) 2 - with library hub project (without MOVs) 0 - no library hub project	
	Maintaining the hub resources	1 - all hub resources are cataloged and with updated accession list 0.5 - not all hub resources are cataloged with outdated accession list 0 - no accession list	
	Maintaining the physical upkeep of the hub	1 - hub resources are properly shelved and/ or stored in bins 0.5 - some hub resources are not properly shelved	



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		and/ or not stored in bins	
	Conducting surveys of the book utilization/preference	1 – conducted survey or needs analysis 0 – no survey/analysis conducted	
	Motivating clientele on maximizing the use of reading	1 – gives relevant awards to clients 0 – no recognition or awarding of clients conducted	
2.	ACQUISITION AND UTILIZATION OF BOOKS	20%	
	1. Acquisition - Donation (at least 100 copies a year) - Grants (at least 10, 000 copies) - Book shower (at least 100 copies) - Purchased (national/local government funds)	10 - met all the indicators 6 - met 3 indicators 4 - met 3 indicators	
	2. Maintenance - Report the number of books acquired from various means - Reported number of damaged/missing books delivered - Reported damaged books due to fortuitous events - Books accessioned - Books cataloged and classified - Books stored in bins - Lost books recovered - Repaired damaged books covers - Repaired books with torn pages - Books lost and replaced	10 - met all the indicators 6 - met 6 to 8 indicators 4 - met 3 to 5 indicators 2 - met 1 to 2 indicators	
3.	MAINTENANCE OF THE HUB RESOURCES	20%	
	1. Books (Local)	3 - met all the indicators	
	- Big books - Small books - Other supplementary reading materials	2 - met 2 indicators 1 - met 1 indicator	
	2. Books (Foreign)	3 - met all the indicators	



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	○ Big books ○ Small books ○ Other supplementary reading materials	2 - met 2 indicators 1 - met 1 indicator	
	3. Physical facilities ○ Bins ○ Office table ○ Stackable chair ○ Conference table(s) ○ Conference chairs ○ Card catalog cabinet ○ Computer standard ○ Computer chair ○ Stepstool ○ Trolleys	4 - met 9 to 10 indicators 3 - met 6 to 8 indicators 2 - met 4 to 5 indicators 1 - met less than 4 indicators	
	4. Equipment ○ Camera ○ Computers ○ Printers ○ Typewriter ○ Calculator ○ Bindery kit ○ Photocopier/Duplicating Machine ○ Mimeograph machine ○ Barcode scanner ○ Barcode printer	4 - met 9 to 10 indicators 3 - met 6 to 8 indicators 2 - met 4 to 5 indicators 1 - met less than 4 indicators	
	5. Office supplies	4 - a portion of the School MOOE or MSEF is allocated for the library hub supplies 1 - no fund allocation	
	6. Safety equipment ○ Fire extinguisher(s) ○ Burglar alarm ○ Monitoring camera ○ Others (pls. specify)	2 - at least two of the indicators are met 1 - 1 indicator met 0 - no indicator met	
4.	HUB ACTIVITIES	20%	
	1. Preparing an action plan on hub operation.	10 - met 7 to 8 indicators	
	2. Advocating for meetings on hub operation for teachers and stakeholders.	8 - met 5 to 6 indicators 6 - met 3 to 4 indicators 4 - met 2 indicators 2 - met 1 indicator	
	3. Attending national orientation on the hub operation and conducting echo training thereafter.		



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	4. Undertaking educational and creative activities to attain the objectives of the hub. 5. Keeping records of resources and hub-related activities. 6. Conducting a periodic evaluation of pupils'/students' hub-related activities. 7. Sourcing funds and networking with GOs and NGOs for hub maintenance. 8. Monitoring, evaluation and reporting of the utilization of the hub materials.		
5.	HUB SERVICES	20%	
	1. Sorting books by title and grade level/year	10 - met 9 to 10 indicators	
	2. Storing plastic bins of books systematically on the shelves	8 - met 7 to 8 indicators	
	3. Lending books according to request	6 - met 5 to 6 indicators	
	4. Retrieving the exact number of books borrowed	4 - met 3 to 4 indicators	
	5. Assisting teachers in their reading activities	2 - met 1 to 2 indicators	
	6. Keeping accurate and systematic manual and electronic records	0 - no indicators met	
	7. Conducting a regular and physical inventory of hub resources		
	8. Recommending needed title books when consulted by higher officials		
	9. Undertaking hub-related projects to improve its operation and services		
	10. Keeping the hub open to its clientele during office hours from Monday to Friday		
TOTAL		100%	



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